

**CLASS TITLE: SENIOR LABORATORY ASSISTANT (DOH)**

**Class Code: 02725001**  
**Pay Grade: 16A**  
**EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATE OF DUTIES:** Within the Department of Health (DOH), to perform tasks of varying complexity in direct support of clinical and environmental testing functions; to prepare specimens/samples, culture media, solutions, and reagents of a wide variety of complexity; to receive specimens, order tests, ship and receive specimen containers, aliquot specimens received for proper storage and deferred testing, and other related functions; and to do related work as required.

**SUPERVISION RECEIVED:** Works under limited supervision of a laboratory supervisor of a higher grade; work is subject to review upon completion for accuracy and compliance with prescribed procedures.

**SUPERVISION EXERCISED:** As assigned, may lead and/or supervise the work of other staff if assigned to assist on specific tasks or projects; may assist in training or guiding new employees.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

Within the Department of Health (DOH),

To perform tasks of varying complexity in direct support of clinical and environmental laboratory testing functions.

To prepare specimens/samples, culture media, solutions, and reagents of a wide variety of complexity; to receive specimens, order tests, ship and receive specimen containers, aliquot specimens received for proper storage and deferred testing, and other related functions.

To perform and document a wide variety of tasks essential to the maintenance of laboratories and lab quality assurance programs.

To create and maintain accurate specimen records and contact information for laboratories, and to address and resolve issues with mislabeled specimens, and to track and follow-up on problem specimens.

To process and access laboratory specimens and samples received.

To perform a variety of logging, tracking, and data entry functions related to the testing of specimens and samples.

To receive and distribute clinical and environmental samples to the proper laboratory or analytical area.

To follow all laboratory safety practices, including the use of appropriate personal protective equipment when handling patient specimens.

To decontaminate, clean and sterilize a variety of glassware in accordance with established procedures.

To answer the telephone and compose/respond to emails relaying messages and providing information on laboratory services, specimen collection requirements, and shipping instructions to clients.

To prepare specimen kits and containers for distribution to health care providers, the public and inspectors.

To sort and prepare laboratory reports for distribution.

To receive and deliver supplies, equipment and other items as directed.

To transport and store medical and hazardous waste according to established protocols.

To clean laboratory equipment, benches and work areas.

To maintain records and a stock of supplies for an assigned laboratory area.

To take a lead role in assisting laboratory staff in performing analytical tests; to assist in collection and identification of specimens for special laboratory studies.

May assist in training lower-level laboratory employees in preparatory techniques and checking work for conformity with required procedures.

To perform and document routine quality assurance checks, such as the recording of specimen or sample storage conditions, preventive maintenance, or peer reviews.

To perform a variety of clerical tasks such as mailing, emailing, copying, faxing, scanning, and printing.  
To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A knowledge of public health laboratory testing methods, equipment, terminology, and procedures; the ability to properly receive, track, and prepare specimens/samples, culture media, solutions, and reagents of a wide variety of complexity;; knowledge of laboratory safety precautions, hazardous waste storage and disposal procedures, and the proper use of personal protective equipment; ability to perform calculations involving decimals, fractions, percentages, averages, ratios, concentrations, and metric system conversions commonly used in laboratories; the ability to carry out written and oral instructions; the ability to perform laboratory-related tasks according to prescribed procedures, keep technical records and prepare reports; knowledge of Windows Operating Systems, usage of a personal computer (PC) and standard desktop office tools; the ability to perform accurate data entry; the ability to deal courteously with colleagues, professionals, and the public; the ability to accurately and clearly convey information verbally and in writing; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Graduation from a high school, including or supplemented by courses in biology and chemistry; and

Experience: At least two (2) years of employment in a laboratory as an aide or an assistant.

Or, Possession of an Associate's degree from a college of recognized standing in a laboratory related field plus experience in a laboratory as an aide or an assistant.

Class Created: November 21, 2021